



VT HR Tip Sheet

As employees begin to use VT HR for the first time, there are several questions they are likely to have that can be easily addressed at the local level. The tips below will help you anticipate and respond to these. Our goal is to give employees the ability to resolve their questions quickly and at the lowest possible level, with help from colleagues and using the materials we have provided.

- ✓ VT HR is accessed from the Department of Human Resources website – visit our new [VT HR Online Resource Center](http://humanresources.vermont.gov/vthr/resource_center): http://humanresources.vermont.gov/vthr/resource_center
- ✓ Your login to VT HR is the same as it was for Employee Self Service – User ID is your 5 digit employee number and your password is the same one that you were using in ESS last week before the changeover.
 - New employees can follow the instructions for [First Time Users](#) to enter their default password.
- ✓ If employees report that they get an error message when they attempt to connect to VT HR, the first recommendation is to clear the browser history. If you don't know how to do that, click [here](#) for a helpful reference.
- ✓ Employees will receive the “Save Warning” when they are on the Timesheet page and Sign Out of VT HR. If they have already submitted and confirmed the Timesheet, they can click “Cancel” to proceed to Sign Out.
 - This happens because, when you submit and click “Yes” on the digital signature, you are brought to a Confirmation page. When you click “OK” to confirm, you are returned to the Timesheet. Whenever you attempt to leave the Timesheet without clicking Submit, the Save Warning will appear. If you know you did actually save your work, cancel and proceed.
- ✓ Leave balances can be viewed from the Timesheet.
 - “Annual Leave” is shown as “Vacation”
 - Comp Time balances will be available on the Timesheet, but not shown on the pay advice for the pay period ending May 4.
 - Beginning this pay period, May 5-18, leave balances will be included on a new document, called the HR advice. This will be available on May 28.
- ✓ Step dates will be listed on the new HR Advice which will be provided in conjunction with the Pay Advice, beginning May 28.
- ✓ Some Time Reporting Codes are for a dollar value, as opposed to hours. For those TRCs, enter a value of 1 on any day and select the TRC for the correct allowance.
 - Example: Employees who are eligible for a \$65 Office Allowance will enter a row where a 1 is entered on any day and the TRC entered for the row is OFF65 (description is Office Allowance \$65).
- ✓ Time Reporting Codes, UPK Tutorials, and other documentation are available in the [VT HR Online Resource Center](#).
 - The Zoom setting on the computer needs to be set at 100% for the tutorials to display properly.
 - Tutorials may also be accessed directly from VT HR by clicking the “Help” link in the upper right corner.
- ✓ Please do not call or email the Org Readiness team with time entry questions.
- ✓ All VT HR questions that cannot be addressed at your local level should be sent to the VT HR Help Desk.
 - Email: VT HR.Helpdesk@state.vt.us
 - Call 1-802-828-6700 or 1-855-828-6700 (Toll-Free)

A screenshot of a button with a blue background and white text that reads "Leave and Compensatory Time Balances". The button is highlighted with a red rectangular border.



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